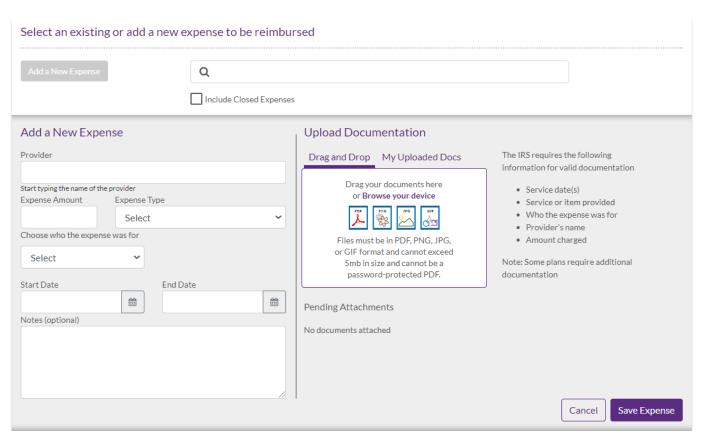
How to Reimburse an Out-of-Pocket Expense From Your HealthEquity HSA

- 1. Log in to the HealthEquity Member Portal
 - a) Go to www.bcbsm.com/som and log in as a member
 - b) Select the 'My Coverage' tab
 - c) Select 'Spending Account' and click 'Go to my spending accounts now'
- From the Member portal landing Home page select 'Reimburse Me' under Health Savings Account (HSA)

Health Savings Account (HSA) Reimburse Me Pay Provider View Claims Manage Cards Contribute

3. Create a new Expense

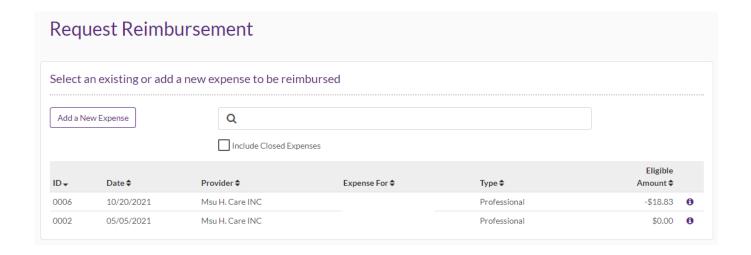


- 4. Complete the following fields:
 - a) Provider
 - b) Expense Amount
 - c) Expense Type (medical, dental, etc)
 - d) Whom the expense is for
 - e) Start date and end date
 - f) Notes (optional for service)
 - g) Option to upload documentation
 - h) Click 'Save Expense'

Tip: Multiple transactions can be combined under one claim, however, for detailed record keeping, it is best practice to list each expense individually.

Reminder: You may need to show detailed receipts or Explanation of Benefits (EOBs) if audited by the IRS.

5. Choose the expense to be reimbursed from the list



- 6. Select the account you would like to be reimbursed from and click 'Next'
- 7. Using the information in the 'Unpaid amount' section, select the amount to be reimbursed
- 8. Select reimbursement type, then select "Next"
- 9. Review request
- 10. Read and check the first box at the bottom of the page to confirm selection
- 11. Click 'Finish'

